

Minutes of the Regular Meeting of the Board of Library Trustees

May 7, 2007

TRUSTEES PRESENT: Chair Allen Lo, Sandra Rich, Jack Spillane, Robert Byrd

EXCUSED ABSENCE: Omar Ahmad

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration
Shanti Bhaskaran, Literacy Program Supervisor
Lauren Rucker, Literacy Advocate

**MEMBERS OF
THE PUBLIC:** Pat Brett, Volunteer Tutor, Literacy Program

MATTERS FOR COUNCIL ACTION:

. **None**

I. CALL TO ORDER

Chair Lo called the meeting of the Board of Library Trustees to order at 7:05 p.m.

Chair Lo requested a motion to approve the absence of Trustee Omar Ahmad. Trustee Rich made the motion with a second from Trustee Spillane. The motion passed unanimously.

II. MINUTES OF APRIL 2, 2007 MEETING

Chair Lo asked the board for comments or corrections regarding the minutes for the April 2, 2007 meeting. Following a brief discussion, Trustee Byrd made a motion to approve the April 2, 2007 minutes as written, with a second from Trustee Spillane. The April 2, 2007 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

A. Santa Clara County Historical & Genealogical Society 50th Anniversary

The City Librarian reviewed the copy of the letter to Trina Gentry, Acting President of the Santa Clara County Historical & Genealogical Society regarding the Society's 50th Anniversary Celebration to be held at the library on Saturday, May 19, 2007. The letter expresses the Board's congratulations and appreciation for the Society's excellent work and dedication to the preservation of the County's historical records. Following a brief discussion, all Library Board members signed the letter. Chair Lo signed for Trustee Ahmad.

IV. GIFTS

The City Librarian stated that Kaiser-Permanente had presented the Library Foundation with a check for \$35,000 at a luncheon breakfast on April 24, 2007. Photographs from the event were passed around to Board members.

The City Librarian stated that Mission City Community Fund provided a \$2,500 grant to the adult literacy program in support of the Book of Learner Writings.

V. PUBLIC PRESENTATIONS

A. Library Foundation

The City Librarian stated that Jack Alotto, former Executive Director of the Library Foundation and Friends, will give her the April 2007 report which will be shared with Board members at a later date.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A. Election of Officers for 2007-08

Chair Lo reviewed the 2007/08 slate of officers presented at the April 7, 2007 Board of Library Trustees meeting, as follows:

Chair: Bob Byrd
Vice Chair: Jack Spillane
Secretary: Sandy Rich

Trustee Rich made a motion to accept the slate of officers with a second from Trustee Spillane. The motion to accept the slate of officers for the 2007/08 term was passed by unanimous vote.

B. Mission Family Reading Center

The City Librarian introduced Shanti Bhaskaran, Literacy Program Supervisor, to the Board. Ms. Bhaskaran spoke about the current activities at the branch. She handed out a one-page informational memo, "Mission Library Family Reading Center at a Glance", and "Quotes from Mission Library Patrons". The focus at the Mission Library is to present a small, friendly neighborhood library. No other library in the Bay Area combines library and literacy so well. Other libraries have asked for input on proposals for creating small libraries in their areas based on the model of the Mission Library. In the physical spaces, adult and childrens materials are intershelved. The classroom is used extensively for study groups, and there are a number of 2-person study carrels.

Ms. Bhaskaran stated that Mission's browsing collection is leased from Baker & Taylor. Children's DVD's are very popular. There is a collection of Spanish/bilingual videos that can

be checked out for one month. The senior population also enjoys Mission Library. The “Reading Edge” machine can be used by seniors and the visually impaired to read letters or books aloud. There is also an “adult new reader” collection available. A number of elementary school classes visit the Mission Library on a weekly basis. READ Santa Clara has its own computer lab; Adults in the program are encouraged to put together their life story and use digital storytelling software to create a two-minute movie.

Ms. Bhaskaran described the Family Literacy Program and the Even Start Program. The Family Literacy Program helps parents learn how to read to their children. The Even Start program is now conducted with two elementary schools, with Santa Clara Unified School District providing transportation to bus the children to the Mission Library for Thursday morning storytimes. Ms. Bhaskaran stated that there is also a partnership with Santa Clara Adult Education to assist ESL students. Mission staff is also working on kits for the developmentally disabled to use in the library, and if successful, the kits will be incorporated into programs at Central Library.

Ms. Bhaskaran then introduced Loren Rucker, the recently hired Literacy Advocate at Mission, and her tutor, Pat Brett. Ms. Rucker spoke about her experiences and achievements as a learner, and Ms. Brett spoke about her experiences and successes as a tutor. Ms. Bhaskaran emphasized that the volunteer tutors provide an invaluable and intangible gift to their learners, and the statistics don’t speak to the impact they have on the community. Last year, tutors donated 5,000 hours of their time to their learners.

The Board thanked Ms. Rucker and Ms. Brett for their thoughtful discussion, and Ms. Bhaskaran for her presentation on Mission Library activities.

C. **Library Trustees Presentation to Council**

The City Librarian stated that the two vacancies on the Board of Library Trustees would be promoted at the May 22, 2007 City Council Meeting. She asked if one of the Board members would make the presentation. There being no Board member available to make the presentation, the City Librarian stated that she would accept the responsibility.

VIII. CITY LIBRARIAN’S REPORT

A. **Monthly Report**

The City Librarian reviewed the Library Monthly Report for March 2007.

Patron visits and program attendance have increased. Circulation statistics show a slight decline. Trustee Rich noted there are no seated online catalog computers on the first floor. The City Librarian stated that staff is working on finding space for additional catalog and handicapped accessible stations and to arrange the furniture to accommodate them.

B. **Personnel**

Two library staff are currently out on medical leave.

C. Activities

- . The City Librarian stated that the Adult Services Division will debut an adult summer reading program called “Summer Sleuthing at the Library”. Adults who read eight (8) books will be awarded a Barnes & Noble gift card. Three programs will be presented in conjunction with the adult summer reading program: CSI Santa Clara: Summer Sleuthing at the Santa Clara City Library – July 11, 2007; Summer Sleuthing Internet Class – July 31, 2007; Alfred Hitchcock movie in August 2007.
- . A legal education workshop was held in April 2007 at several Santa Clara County libraries, including the Santa Clara City Library.
- . Kaiser-Permanente held its first public presentation for 2007 on the topic of stroke awareness.
- . The library will apply for a State grant for an “online homework help” program.
- . The library’s Youth and Extension Services staff was present at the Arbor Day celebration to promote awareness of library programs. Approximately 1,400 children attended the event this year.

IX. MATTERS OF TRUSTEE INTEREST

- . Hillary Brookshire distributed packets to Board members containing four Library Newsletters from April 10, 2007 to May 4, 2007.

X. CALENDAR

- . Monday, June 4, 2007 – Board of Library Trustees meeting, Board Room, 7:00 p.m.
- . Wednesday, July 4, 2007 – Independence Day Holiday – Library Closed
- . No Board of Library Trustees meeting in July 2007
- . Monday, August 6, 2007 – Board of Library Trustees meeting, Board Room, 7:00 p.m.

XI. ADJOURNMENT

There being no further business, Chair Lo adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Jack Spillane
Secretary to the Library Board of Trustees

KKS:JS:HB:hb